

MEETING NOTICE
TOWN OF WAYLAND
(As required by MGL Chapter 30A, sections 18-25)

Please email all meeting notices to townclerk@wayland.ma.us

Town Clerk Date Stamp

Board/Committee Name: Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC)

Day/Date: Tuesday, November 15, 2022

Time of Meeting: 6pm

Location: Wayland Town Building 41 Cochituate Rd – All-remote

AGENDA REVISED

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>

This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

INDIGENOUS LAND ACKNOWLEDGMENT: Today, as we begin, we would like to acknowledge the following Indigenous Peoples on whose traditional homelands we live, work and gather today: the Massachusett, the Nipmuc, the Wampanoag, and the Pawtucket. We acknowledge their ancestors, particularly Karto of the Massachusett tribe, who was steward of much of the land now encompassing Sudbury and Wayland when European settlers arrived to colonize this place in 1638. We seek to understand, acknowledge, and remember the painful, ongoing history of war, genocide, and forced removal of Indigenous peoples by European settlers. And we offer a living celebration of the Indigenous communities who are not just part of the past, but who continue to live and make new history here today. May we all commit to deepening our relationships with Indigenous communities and to being their allies in working for justice.

AGENDA REVISED

6:00 1. Call to Order

6:05 2. Public Comment

6:10 3. Vote to approve meeting minutes Oct 18, 2022 and November 1, 2022

6:15 4. Discussion and possible vote on community reporting line

6:40 6. Discussion and possible vote on co-sponsorship of programs with the Wayland Library

6:50 7. Discussion and possible vote to recommend a town-wide equity assessment

7:10 8. Update on multicultural festival and festival promotion

7:25 9. Discussion and possible vote on response to 11/10/22 School Committee Meeting re: Dr. Omar Easy

7:55 10. Topics not reasonably anticipated 48 hours in advance

8:00 11. Adjourn

Next Meeting Date: Dec 20, 2022, at 6:00 p.m.

Meeting Minutes
Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)
October 18, 2022, 6:00 pm - 8:00 pm

Members present via Zoom: Yamini Ranjan (Committee Chair, meeting chair), Karen Blumenfeld (Committee Vice-Chair), Steve Wynne (Clerk, taking notes), Mei-Ling Ellerman, Heather Pineault, Janot Mendler de Suarez, Jessica Schendel, Yauwu Tang, John Bugbee (Assistant Town Manager-staff), Robbie Bullard (WAYCam-staff)

Members absent: Isabel Xue

1. Call to Order: Yamini read the Indigenous Land Acknowledgement and took a roll call to verify a quorum and called the meeting to order at 6:00 pm.

2. Public comment There were no public comments.

3. Approval of meeting minutes: There were no comments regarding the minutes of the meeting from September 12, 2022; Karen made a motion to approve, Steve seconded, and the minutes were unanimously approved. There were no comments regarding the minutes of the meeting from September 20, 2022; Steve made a motion to approve, Heather seconded, and the minutes were unanimously approved.

4. Update on multi-cultural event and possible vote to establish a volunteer committee to take the lead on organizing the event; Cultural Council grant update and possible vote on upcoming Cultural Council festival grant. Updates from Janot, Steve, and Yauwu. Janot has 1) contacted the Our Wayland Group, who will act as a planning team for the event, with input from Janot, Steve and Yauwu, and 2) will participate in an internal meeting with Omar Easy, Superintendent of Schools to meet with the new METCO director, to align our event with end of school and inclusive to Boston METCO families. Regarding participation in the event, Yauwu has reached out to 1) several Chinese associations, music, and dance groups that serve the Boston area including the Wayland Chinese American Association, Greater Boston Chinese Cultural Association, Boston Beijing Opera Association, and the Chinese Choral Society, and 2) Yingkun Claire Huang owner of the Wayland restaurant JinDu on Route 20, former HRDEI member Ingrid Palacios, and a member of Wayland's Native American community, all of whom want to volunteer. Steve has begun work on graphics and copy to use to promote the event and recruit volunteers.

Jessica reported she has filed a grant application for a grant from the Cultural Council. Rachel Sideman-Kurtz, Cultural Council Chair had encouraged HRDEIC to apply for the grant.

We confirmed we can coordinate and communicate with groups of volunteers for the event, arrange for event logistics, food, security, and entertainment – without violating open meeting laws. HRDEI members can refer other outside groups or organizations regarding our event.

The committee discussed applying for the Massachusetts Cultural Council Festival grant, and Jessica and Janot volunteered to prepare the grant application. Karen made a motion to authorize Jessica and Janot to prepare a grant application, Yamini seconded, and the motion was unanimously approved. Yauwu stated he has submitted a separate Massachusetts Cultural Council Festival Grant under his own name to support the entertainment groups he has asked to participate in our event.

At 6:49 we had a two minute break.

5. Report from Stephen Crane on implications of the Town Manager Act. Acting Town Manager Stephen Crane explained how the Town Manager Act, approved at Town Meeting in the spring of 2021, will centralize the structure of Wayland's government. The new Town Manager will build efficiencies by coordinating administrative, operational, and financial functions into one office – an office for centralized decision making. The Town Manager will manage budgets for all boards and committees. HRDEIC will make future recommendations for specific dollars to the Town Manager. All HRDEIC expenses will need to be approved. All future grant applications will go through the Town Manager office for review and approval; any awarded funds will go to the Town Manager administered budget. The HRDEI Charge may be updated as will the Charges for other Town Boards and Committees. The Select Board will review and manage the process.

Meeting Minutes
Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)
October 18, 2022, 6:00 pm - 8:00 pm

7. Discussion and possible vote on the community reporting line. Mei-Ling gave a status update. She held a meeting September 22, 2022 with Acting Town Manager Stephen Crane, John Bugbee, Steve Wynne, and Town Counsel Carolyn Murphy and Janelle Austin to review the reporting line. Later meetings with Stephen Crane, John Bugbee, and Steve Wynne were to review intake forms.

One goal of all meetings was to review how any reported information might become part of a public record request. Determined it would be best to minimize any recorded or written record of a described event to protect incident reporter's privacy. New direction is to record incident information in as brief a way as possible – we are to act as a conduit to additional resources. The phone line is live and ready to be tested.

- If something needs to be addressed with a referral, HRDEIC will inform and engage the Town Manager to resolve together. Goal is to resolve the issue.
- As a result of decisions and suggestions made during the meetings referenced above, Mei-Ling presented what are now two versions of the intake form, 1) an Online Intake form, to be posted on an HRDEIC webpage, and 2) a Responder Intake Form. Both state that answers to any sections in either form are optional. Both request that the reporting individual answer if they are a Wayland resident, if the incident occurred in Wayland, identify their race and ethnicity, gender identity, category of incident, and the basis for thinking they were discriminated against or mistreated. The Responder Intake Form asks additional information regarding need for additional resources, follow up, and if the reporter has filed additional information with federal, state, or other agencies.
- HRDEIC member volunteers, or volunteers from other Town Boards or Committees will have to both monitor the reporting phone line and filed forms, as they will be indemnified by the Town. Members of the general public would not be. Indemnified volunteers will work in two-person teams.

Members discussed having a soft launch as soon as possible. But there are several outstanding items, including testing the intake phone system, the Online Form webpage content and testing, and archiving policy. So a decision was reached to have a special meeting to discuss outstanding issues. The committee will meet on November 1, 2022 from 6:00 to 7:00 pm.

8. Announcements: *1) From Jessica* – The Congregational Church of Weston UCC is hold a church talk Rebuilding a Life on November 12, 2022 focused on supporting new refugee arrivals. She will forward a poster for the event. *From Karen* – she had reached out to HRDEI members and Tuesdays at 6:00 remains the best day and time for our meetings. She will work with John B to set up our 2023 meeting calendar. Karen also noted that the Wayland Free Public Library as part of their Great Presenters program asked for a volunteer from HRDEIC. *From Heather* – asked about and received confirmation we have an email request to become a new HRDEIC member. She also has a high school student who wishes to apply. Both requests should contact Chris Costello in the Town Manager's office.

9. Topics not reasonably anticipated 48 hours in advance: John Bugbee stated he will become the Interim Town Manager when Stephen Crane leaves office on November 1, 2022 until a new Town Manager is hired. As a part of the hiring process, the Select Board, at its meeting September 19, 2002 voted to create a Town Manager Screening Committee. Steve Wynne is a member.

9. Adjourn: Janot made a motion to adjourn and Yauwu seconded. The motion passed unanimously, and the meeting ended at 8:00 pm.

Meeting Minutes
Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)
November 1, 2022

Members present via Zoom: Yamini Ranjan (Chair), Karen Blumenfeld (Vice Chair, taking notes), Mei-Ling Ellerman, Heather Pineault, Jessica Schendel, Yauwu Tang, John Bugbee (Acting Town Manager)

Members absent: Janot Mendler de Suarez, Steve Wynne, Isabel Xue

1. Call to Order: Yamini read the Indigenous Land Acknowledgement and verified a quorum. She called the meeting to order at 6:02pm.

2. Public Comment: None

3. Discussion and possible vote on community reporting line: Mei-Ling led a discussion of four draft documents:

INCIDENT REPORT | ONLINE INTAKE FORM

Questions:

- ***If the incident reporter answers ‘no’ to being a Wayland resident, should we ask what their connection to Wayland is?*** No, we’re just seeking minimal information to begin a conversation. We don’t want to overwhelm people filling out the form.
- ***How are the online intake form and responder intake form different?*** The forms are substantially the same, but the responder intake form has additional questions. All information will be together on our spreadsheet.
- ***Will we need to vote on minor design or editorial changes to the forms once the system is up and running?*** No, we will authorize Mei-Ling and Steve to make these changes.

Comments:

- We need a single data base for online intake form and responder intake form.
- We need to have a single case number to track each report to keep reports anonymous and identify the HRDEI acronym on both forms.
- Mention on the form that the identified incident might be shared publicly at an HRDEIC meeting, with the incident reporter’s permission.

INCIDENT REPORTING WEBPAGE

Questions:

- ***For whom and under what circumstances are we mandated reporters?*** The concept of “mandated reporters” in MA has specific meaning. We need to check this with town counsel so we can explain in our materials and when we speak with incident reporters.

Comments:

- Clarify that if a person reports anonymously, we cannot follow up unless they leave contact details.
- “Team of responders” sounds intimidating. Instead say “a responder” will get back to you.
- Add “if this is an emergency, call 911”
- Change 24 hours to 48 hours regardless of whether they call during the week or on weekend.

Meeting Minutes
Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)
November 1, 2022

INCIDENT REPORT | RESPONDER INTAKE FORM

Comments:

- Add the word “anonymously” to the second yes/no question in the phrase “...and will be shared *anonymously* at our public meetings” and to our procedures.

HRDEIC INTAKE REPORTING LINE RESPONDER PROCEDURES

Questions:

- ***Do we delete the original form someone submitted?*** Undecided.
- ***When does our responsibility end?*** When an appropriate entity has taken responsibility for a reported incident.

Comments:

- After clarifying the scope of our role as mandated reporters, add a caveat at the beginning of the callback instructions, along the following lines: *“Before we begin this conversation, I would like you to understand that if you are reporting an incident involving violence, I may be mandated to report it.”* Also put this same caveat on the website.
- After the first month of experience with the reporting line, consider scripting out the conversations.
- We need to have individual case numbers for tracking records and when forwarding for resolution.
- Two responders should always be listed.
- The recorded message on the line will be in English. The recording of the message will be in the Town offices. John Bugbee will facilitate the recording.
- Once the line goes live with our recorded voice message, HRDEIC members need to test, role play, and rehearse the reporting process/procedures. Once live to the public, we will start small and carefully.
- HRDEIC members can choose not to participate.
- Vote on updated forms during the November 15, 2022 meeting.
- The written procedures need to include our reporting phone number, how you call in to get messages, our password, etc.

Karen moved for the week of December 1, 2022 soft launch. Heather seconded and the motion passed unanimously.

4. Topics not reasonably anticipated 48 hours in advance: None

5. Adjourn. Jessica moved to adjourn, Yauwu seconded, and a unanimous vote was taken to adjourn. The meeting was adjourned at 7:45pm.

Next Meeting Date: November 15, 2022, at 6:00pm

Possible 2023 Library events for HRDEIC co-sponsorship:

- Jan 17 - [My Experience with World Central Kitchen](#) - about volunteering in Poland to feed Ukrainian refugees
- Feb 8 - [The Combat Zone: Murder, Race and Boston's Struggle for Justice with Jan Brogan](#)
- Feb 23 - [Before Brooklyn with Ted Reinstein](#)
- May 18 - [The Girl Who Taught Herself to Fly with Kwan Kew Lai](#)
- Dates TBD - [Great Presenters \(GP\) Series](#):
 - There will be a GP presentation on the HRDEIC. Yamini and Karen will present, together with other committee members who volunteer. (Date to be determined. Possible dates may include: Feb 7, Mar 7, Apr 4 or Oct 3.)
 - There may be some other GP topics that could work for co-sponsorship.
- The Library invited the HRDEIC to suggest other topics/speakers on which we might collaborate to set up an event.

11-15-22 HRDEI Incident Reporting Line Responder Procedures

- 1) **Prepare the Intake Form.** When a report is submitted online or through voicemail, the responders will prepare a form, and write down notes on the individual's name, contact details, and whether they specified a safe or convenient time to call.
- 2) **Prepare for the Call.** If the reporting individual has experienced a highly sensitive type of incident, and there is another Committee member who has expertise in that field, the responder may want to contact the Committee member to help plan the call or to ask for the Committee member to make the initial contact.

3) **Callback**

One responder will make the initial call and will start the conversation. The responder will check on safety and privacy first.

Introduce self and ascertain that the individual is safe at the time of the call. Sample statement: *"Hi, I'm _____, a member of the Wayland HRDEIC, and a responder staffing the Reporting Line. I'm calling because we received your form/voicemail, and I'd like to see how we can assist you. Before we start, I just want to make sure that you are safe and have privacy."*

Safe: Proceed with conversation and share details about Reporting Line and mandated reporting.

Not Safe: If the reporting individual is not safe or does not feel safe, for example they are living with domestic violence/coercive control, the responder should first ask whether they need us to contact help for them. We should also ask if there is someone there who can overhear their responses, so do they need to be careful about what they say. *"Is there someone who can overhear your responses, so you need to be careful about what you say?"* If yes, then ask questions such as: *"Do you need the police to come to your residence? Do you need medical assistance? Do you need a domestic violence hotline number and do you want to talk to an Advocate?"*

If they do not feel safe, but there is privacy, we should proceed to inform them about mandated reporting.

- 4) The responder will inform the individual about the Reporting Line and mandated reporting.
We don't want to trigger mandated reporting in case it could further endanger the caller. The reporting individual needs to be able to make a fully informed decision about what to share. In MA, there is no law mandating the reporting of domestic violence against adults, unless they were victims of a violent crime.

After ascertaining safety and privacy: "Before we start, I'd like to share some details about the Reporting Line. If you are considering reporting abuse or neglect of children, elders, or disabled persons, violent crimes, or an imminent threat of harm, you might want to know that we are mandated reporters, and we may have to report."

"Let me briefly share how we can help. We can talk about your situation, suggest resources, and connect you with point persons in the Town if you want to seek further help. We can obtain information from them for you. We do not offer legal advice, mediation, or investigation."

How can we assist you? Please let me know if you have any questions."

11-15-22 HRDEI Incident Reporting Line Responder Procedures

Note: The reason for informing the reporting person about mandated reporting, is that if for example, a survivor calls and triggers mandated reporting unintentionally, it could risk their safety and that of their children. It is better to provide resources so they can develop their own safety plan with the support of domestic violence Advocates. If they want us to contact the police, that's fine.

- 5) **Invite individual to share their experience.** At this point, if it is safe to talk for the individual, we want to be receptive and empathetic and to establish rapport. We will invite them to talk about the incident.
- 6) **Ascertain desired degree of privacy.** After the individual has shared their account and there is a slowing in the conversation, a pause, or when it is time to talk about their needs and next steps, the responder should ascertain the desired degree of privacy. At this point we won't have written down any details on the Intake Form. Find out whether the individual would like deidentified details of the incident/s to be shared in order to raise awareness or to seek help from the authorities.

Explain that we will not share their name or identifying details except if they give permission to pass their information on to point persons.

No: If the reporting individual does not want details shared with the Committee and in Public Meeting and does not want to seek help from relevant point persons, the responder will check NO at the top of the Intake Form.

Yes: If yes, then the responder should explicitly ask permission then will check the relevant YES boxes.

- 7) **Mention Intake Form then proceed to discussion of needs and next steps.**
The responder should inform the caller that we have an intake form we would like to fill out with basic details, if that is ok with them. That it is just a bit more detailed than the form on the website.
The responder can say, *"We have an intake form that we use to take down information. If it's ok with you, I'll ask you a few questions later, which are optional. But now would you like to share what your needs are, what you would like to do next, and how we can assist you."*
- 8) **Complete Questions on Intake Form.** Finally finish with the other questions on the form about identities, category of incident, cause of the incident, and whether the individual has already reported it etc.
- 9) **Review agreed upon steps with the individual and ask about follow up.** Review next steps with the individual and ask their permission for follow up, and if there are certain days/times that are better or safer. Conclude the conversation.
- 10) **Complete Intake Form and debrief with other member/s of responder team.** Write down a brief description of the incident and other steps that need to be taken. If the individual wants follow-up in a specific period of time, like 3 weeks, write it down. If the individual only wanted a conversation without follow-up, write that down in the "notes" section. Debrief with the other member of the responder team and any members who are also involved.
- 11) **Share Intake Form (if needed) and keep track of actions.** If requested to do so, share the Intake Form with the relevant point persons and keep track of the actions on the Intake Form.

11-15-22 HRDEI Incident Reporting Line Responder Procedures

If given permission to share the account of the incident with the HRDEIC and in Public Meeting, work with the other responder to deidentify and simplify the account. Such as if it was a school issue, you can mention what happened to a student, if gender/race/ethnicity/religion is linked to the incident you can mention those details too, but don't specify the grade level or the name of the school.

Follow up with the reporting individual if the follow-up period falls within the month. We can suggest following up after a month, but it may vary depending on need or the number of actions that are required by Town, School, Police staff etc. **Even if the point persons take on the case, we should still follow up if the individual agrees to/requests it.**

12) **Transfer Intake Form data.** Transfer the data to the spreadsheet.

13) **Review cases and inform next team.** Before the end of the month, review all cases to see if/when follow-up is needed, and inform the next responder team.

INCIDENT REPORT | RESPONDER INTAKE FORM

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)



Answers to each section of this form are optional. We request the reporting person's permission to share this report with:

Appropriate Town of Wayland contacts	YES		NO	
Members of the HRDEI Committee and will be shared at our public meetings	YES		NO	

Date, or month/year of incident	Reporting Individual Name*	
/ / 20__	Cell Phone Number	
Case Number	Email Address	
	202201	

* Contact name and information are optional. The report can be submitted anonymously, but no follow up will occur. With the incident reporter's permission, the identified incident may be shared publicly at an HRDEIC meeting.

Are you a Wayland resident?	YES		NO	
Did this incident occur in Wayland?	YES		NO	

1.	Race and Ethnicity																
	<table style="width: 100%;"> <tr> <td style="width: 40%;">American Indian or Native Alaskan</td> <td style="width: 20%;"></td> <td style="width: 40%;">Asian</td> <td style="width: 20%;"></td> </tr> <tr> <td>Hispanic or Latino</td> <td></td> <td>Native Hawaiian or Other Pacific Islander</td> <td></td> </tr> <tr> <td>Black or African American</td> <td></td> <td>White</td> <td></td> </tr> <tr> <td colspan="4">Other, please specify</td> </tr> </table>	American Indian or Native Alaskan		Asian		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Black or African American		White		Other, please specify			
American Indian or Native Alaskan		Asian															
Hispanic or Latino		Native Hawaiian or Other Pacific Islander															
Black or African American		White															
Other, please specify																	

2.	Your Gender Identity	
-----------	-----------------------------	--

3.	Category of Incident, please check all categories that apply																								
	<table style="width: 100%;"> <tr> <td style="width: 25%;">Harassment</td> <td style="width: 25%;"></td> <td style="width: 25%;">Microaggressions</td> <td style="width: 25%;"></td> <td style="width: 20%;">Domestic violence, dating violence, or coercive control</td> <td style="width: 25%;"></td> </tr> <tr> <td>Bullying</td> <td></td> <td>Verbal abuse</td> <td></td> <td>Sexual abuse or assault</td> <td></td> </tr> <tr> <td>Stalking or cyberstalking</td> <td></td> <td>Racial Profiling</td> <td></td> <td>Physical abuse or assault</td> <td></td> </tr> <tr> <td colspan="6">Other, please specify</td> </tr> </table>	Harassment		Microaggressions		Domestic violence, dating violence, or coercive control		Bullying		Verbal abuse		Sexual abuse or assault		Stalking or cyberstalking		Racial Profiling		Physical abuse or assault		Other, please specify					
Harassment		Microaggressions		Domestic violence, dating violence, or coercive control																					
Bullying		Verbal abuse		Sexual abuse or assault																					
Stalking or cyberstalking		Racial Profiling		Physical abuse or assault																					
Other, please specify																									

4.	On what basis do you think you were discriminated against or mistreated?																																				
	<table style="width: 100%;"> <tr> <td style="width: 25%;">Race</td> <td style="width: 25%;"></td> <td style="width: 25%;">Age</td> <td style="width: 25%;"></td> <td style="width: 20%;">Gender</td> <td style="width: 25%;"></td> </tr> <tr> <td>Ethnicity</td> <td></td> <td>Ancestry</td> <td></td> <td>Gender Identity, Expression</td> <td></td> </tr> <tr> <td>Profession</td> <td></td> <td>National Origin</td> <td></td> <td>Sexual Orientation</td> <td></td> </tr> <tr> <td>Religion</td> <td></td> <td>Disability</td> <td></td> <td>Family, Marital Status</td> <td></td> </tr> <tr> <td>Military Status</td> <td></td> <td>Legal Status</td> <td></td> <td>Socio-economic status</td> <td></td> </tr> <tr> <td colspan="6">Other, please specify</td> </tr> </table>	Race		Age		Gender		Ethnicity		Ancestry		Gender Identity, Expression		Profession		National Origin		Sexual Orientation		Religion		Disability		Family, Marital Status		Military Status		Legal Status		Socio-economic status		Other, please specify					
Race		Age		Gender																																	
Ethnicity		Ancestry		Gender Identity, Expression																																	
Profession		National Origin		Sexual Orientation																																	
Religion		Disability		Family, Marital Status																																	
Military Status		Legal Status		Socio-economic status																																	
Other, please specify																																					

5.	Please briefly describe the incident(s).

INCIDENT REPORT | RESPONDER INTAKE FORM

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)



6.	What assistance and resources do you need?

7.	We would like to follow up with you to see if you have obtained the assistance and resources you need. If you are willing, please share your preferred contact information and a safe time to call.

8.	Have you filed any report with federal, state, local agencies, organizations, or committees?	YES	NO
	If YES, which one?		
	If YES, month/year filed?		

HRDEIC Follow Up

HRDEIC Responder Name #1			
HRDEIC Responder Name #2			
Recommendations			
Contacts and Dates	Town of Wayland		
	Wayland Public Schools		
	Wayland Police Dept		
	HRDEIC		
	Other		
Actions taken/ Dates			

Additional Notes

INCIDENT REPORT | ONLINE INTAKE FORM

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)

Answers to each section of this form are optional.



Month/year of incident	Reporting Individual Name*	
	Cell Phone Number	
	Email Address	

* Contact name and information are optional. The report can be submitted anonymously, but no follow up will occur.

Are you a Wayland resident?	YES		NO	
Did this incident occur in Wayland?	YES		NO	

1.	Race and Ethnicity			
	American Indian or Native Alaskan		Asian	
	Hispanic or Latino		Native Hawaiian or Other Pacific Islander	
	Black or African American		White	
	Other, please specify			

2.	Your Gender Identity	
----	-----------------------------	--

3.	Category of Incident, please check all categories that apply				
	Harassment		Microaggressions		Domestic violence, dating violence, or coercive control
	Bullying		Verbal abuse		Sexual abuse or assault
	Stalking or cyberstalking		Racial Profiling		Physical abuse or assault
	Other, please specify				

4.	On what basis do you think you were discriminated against or mistreated?				
	Race		Age		Gender
	Ethnicity		Ancestry		Gender Identity, Expression
	Profession		National Origin		Sexual Orientation
	Religion		Disability		Family, Marital Status
	Military Status		Legal Status		Socio-economic Status
	Other, please specify				

5.	Please briefly describe the incident(s).

Do you need HRDEIC assistance?	YES		NO	
If yes, please provide your preferred contact information and a safe time to call.				

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC) Incident Reporting Line

Headline and Link Title

Submit a Community Incident Report

Web Page Copy

The HRDEIC's Incident Reporting Line is for reporting incidents of discrimination, harassment, or mistreatment, and to seek help. Reporting resources are open to anyone who lives, works, studies, commutes through, or participates in activities in Wayland.

You have the option of either calling our Incident Reporting Line and leaving a voicemail or filling in our brief online form. You may also report anonymously, but we would not follow up with you unless you leave contact details. We will not share your name or identifiable details.

We can assist by discussing your needs, providing suggestions for resources, and can connect you to point persons in the Town of Wayland or beyond if desired, such as point persons for the Town, Public Schools, or Police Department. If you only wish to discuss your incident(s) at this time and do not want us to take additional steps, that is fine. We do not offer legal counsel, mediation, or investigation.

A responder will contact you within 48 hours of your initial contact via web form or voicemail.

Call Our Incident Reporting Line

111-111-1111

Please call our Incident Reporting Line to leave a message. A responder will return your call within 24-48 hours. Your voice message will be deleted 24 hours after callback. If this is an emergency, please call 911.

NOTE: Reporting Line responders are mandated reporters. If child abuse, threats of harm or threats of suicide are reported, we may be required to file a report.

Reporting Phone Line Copy

You have reached the Wayland Human Rights, Diversity, Equity, and Inclusion Committee Incident Reporting Line. If this is an emergency, please call 911. Please speak slowly and clearly to leave your name, telephone number, and the best or safest time to reach you. You may report anonymously, but we will not follow up with you unless you leave your contact details. A responder from our Committee will return your call within 48 hours. Thank you.

11-15-22 HRDEI Incident Reporting Webpage Copy

HRDEIC Incident Reporting Online Form

Click on the PDF to fill out and submit the short form. A responder will contact you within 48 hours. You can also initiate contact with the Reporting Line by leaving a voicemail.



Resource Guide Available

This guide provides a description of local organizations and hotlines that you may wish to contact for further assistance.

INCIDENT REPORTING

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)

[illegible]

INCIDENT REPORTING

Wayland Human Rights, Diversity, Equity, and Inclusion Committee (HRDEIC)



REPORTING INDIVIDUAL	Case No	Date of Incident	First Name	Last Name	Cell Phone	Email	Resident of Wayland, Y or N	Incident Occurred in Wayland, Y or N	Race and Ethnicity	Gender Identity	Category or Incident	Basis of Discrimination	Brief Description of Incident	Assistance or Resources Needed	Follow Up, Y or N	Has Follow Up Occurred, Y or N	Discussed at HRDEIC Meeting, Y or N	Notes